# Pace Study Abroad Course Equivalencies
## *for CHAIRS APPROVING COURSE EQUIVALENCIES*

When Pace students study abroad at a partner institution—for a semester, year, or summer program—they will receive Pace institutional credits for courses taken abroad. In order to get these Pace credits, students **must** take a series of steps involving course approvals from a Chair. Courses taken at a foreign university (or through a study abroad program provider) must match a course offered at Pace, in terms of content and academic level.

*HERE is information we provide students about this process (on our website), referred to as **obtaining course equivalencies**.

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**Who approves course equivalencies?**
Students select courses from those offered at the overseas institution, with the assistance of their Pace faculty/ academic advisor.

For every course taken abroad, students must get approval for a similar course at Pace from:
(1) relevant Department Chair *(approval)*
(2) academic advisor *(sign off)* to ensure that the courses fit into the student's academic plan

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**What if a Chair can't find an equivalent course at Pace?**
If a Chair deems that there is no direct equivalent course at Pace, the Chair may elect to instead assign major or general elective credit. It is up to the Chair to decide how the credit should be applied, as the student must get credit for the course. They can also elect to provide Liberal Arts credit.

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**When should students obtain course equivalencies?**
Students are advised to obtain these credit equivalencies well before departure, and they are guided through this process at mandatory pre-departure sessions at Pace Education Abroad. It is each student's responsibility to obtain course equivalencies.

Although students are advised repeatedly to obtain course equivalencies prior to going abroad, some students wait until they are abroad. In this case, a student may send a Chair a request for course equivalency approvals via email. If the Chair wishes, they can require that the student provides more information via the "CER Form" (as outlined on this page).

Students also get approvals once they are abroad because courses may be unavailable. Even if they get many courses pre-evaluated, course availability is **not** guaranteed and their schedule may need to change once they arrive abroad.

**What are good reasons why students cannot obtain course equivalencies prior to study abroad?**
Students enrolling for study abroad at the following partner institutions are not able to provide course syllabi prior to arrival abroad:

- Paris: IESEG School of Management
- Paris: Paris School of Business
- Netherlands: HU University of Applied Sciences Utrecht
- Japan: Musashi University
- *Note: There may be other institutions (of the 80+ that Pace partners with) for whom this may be the case.*

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**How many course equivalencies might a Chair be asked to approve?**
We advise students to get twice as many course equivalencies as the number of courses they may take abroad (in case a course is cancelled or there's a schedule conflict). For example, we recommend that students seek approval for 10 courses if they plan to take 5 courses.

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**Other important facts about Study Abroad at Pace:**

- Undergrads going abroad for a semester must enroll in a minimum equivalent of 12 Pace credit hours.

- If a student gets a **D grade or above**, they will get credit for the course, because it's processed as institutional credit – not transfer credit.

- While the Chair determines the course equivalency, OSA will assign the credit points of the courses according to the legend or the study abroad institution's website.

- The Chair may determine what happens with any left-over/extra credits. For example, a 5-credit course taken abroad may correspond in content to a 3-credit course at Pace. If the Chair so choses, they can indicate that the remaining 2 credit hours be applied as Major elective credit. If left unspecified, OSA will assign these extra credits as general/open elective credit.

- If a student fails a class, no equivalent Pace course is assigned, and thus there are no course equivalencies needed.

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*We are grateful to our Chairs for making Study Abroad possible for Pace students, through this essential process!*

*2/21/2019*